




## GARDEN WASTE DIRECT DEBIT INSTRUCTION

Please read and retain the direct debit guarantee then insert your Bank details in the shaded spaces provided on the instruction. Your payments will be confirmed once the completed instruction has been returned to Mole Valley D.C.

<b>The Direct Debit Guarantee</b>	
<ol style="list-style-type: none"> <li>1. This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits</li> <li>2. If there are any changes to the amount, date or frequency of your Direct Debit Mole Valley District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Mole Valley District Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request</li> <li>3. If an error is made in the payment of your Direct Debit by Mole Valley District Council or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society</li> <li>4. If you receive a refund you are not entitled to, you must pay it back when Mole Valley district Council asks you to</li> <li>5. You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.</li> </ol>	



	<b>Instruction to your Bank or Building Society to pay by Direct Debit</b>							
Please fill in the shaded boxes using black ink and send it to:		<b>Originator's Identification Number</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;">7</td> <td style="width: 20px;">5</td> <td style="width: 20px;">7</td> <td style="width: 20px;">2</td> <td style="width: 20px;">0</td> <td style="width: 20px;">3</td> </tr> </table>	7	5	7	2	0	3
7	5	7	2	0	3			
<b>Mole Valley District Council</b> <b>Pippbrook</b> <b>Dorking</b> <b>Surrey</b> <b>RH4 1SJ</b>	<b>Note to Bank/Building Society</b> If the official use box has not been date stamped, please pass this form to Mole Valley District Council at the address shown.	<b>For MVDC Official Use Only</b>  Date Rec'd:  Date Input:						
<b>Name(s) of Account Holder(s)</b> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	<b>Customer Reference</b> <input style="width: 100%; height: 20px;" type="text"/>							
<b>Instruction to your Bank or Building Society:</b> Please pay Mole Valley District Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Mole Valley and, if so, details will be passed electronically to my Bank/Building Society.								
<b>Bank/Building Society account number</b> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<b>Signature(s):</b> <input style="width: 100%; height: 20px;" type="text"/>							
<b>Branch Sort Code</b> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<b>Home Address:</b> <input style="width: 100%; height: 20px;" type="text"/>							
<b>Name and full postal address of your Bank/Building Society</b>								
<b>To:</b> The Manager, <input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>							
Address: <input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>							
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>							
Postcode: <input style="width: 100%; height: 20px;" type="text"/>	Postcode: <input style="width: 100%; height: 20px;" type="text"/>	Date: <input style="width: 100%; height: 20px;" type="text"/>						